

Sullivan County NH

Type of Meeting: Board of Commissioners Public Meeting Minutes

Date / Time: Aug 17, 2004; 1:30 PM

Place: Sullivan County Complex Unity - Nursing Home / Activities Room

ATTENDEES: *Commissioners* Rudolf Adler - Chair, Donald Clarke – *Vice Chair* and Bennie Nelson – *Clerk* (arrived later); Ed Gil de Rubio - *County Manager*; Robert Hemenway - *Nursing Home Administrator*; Peter Farrand – *Human Resource Director*; *Sheriff* Michael Prozzo (arrived later); Sharon Johnson-Callum / *Minute Taker*.

1:31 p.m. Commissioner Chair brought the meeting to order. Commissioner Vice Chair lead all in the Pledge of Allegiance.

AGENDA ITEM NO. 1. AUG 3, 2004 MEETING MINUTES

Johnson-Callum indicated the August 3rd meeting minutes were not available. Minutes tabled.

AGENDA ITEM NO. 2 PUBLIC PARTICIPATION

No public in attendance.

AGENDA ITEM NO. 3 NURSING HOME REPORT

CENSUS

Nursing Home Administrator, Robert Hemenway, handed out copies of the Aug 17th Nursing Home census. (See attached) The census illustrates 140 filled beds. Of those, 13 are Private Pay, while Medicaid beds are down to 123. He pointed out, though Medicaid bed count is down the County still gains \$770 per day - as Private Pay actual is above budgeted. Hemenway explained, per month this means \$23,000 - \$24,000 additional revenue.

STAFFING

Hemenway indicated they anticipate an acceptance for the Director of Admission position by the end of week. He explained a Genesis representative sat in on one of the interview sessions. The County Manager indicated Pat of Genesis also sat in on Nursing Home marketing meetings.

1:39 *Comm. Nelson arrived.*

STAFFING - CONTINUED

Hemenway indicated seven individuals graduated to CNA status Friday. He indicated the Nursing Home goal continues to be, by Sep 7th, agency nursing will no longer be used.

NH STATE SURVEY

Hemenway reviewed the August 12th correspondence with the Board and County Manager, which he received from NH State Health Facilities in regards compliance issues. The letter indicated, effective August 2nd, the facility was in compliance.

NURSING STAFF SIDE NOTE

Comm. Clarke discussed recent media news he read noting nursing classes were turning away students, as they were full. Hemenway concurred he heard the same locally.

1:45 Peter Farrand joined meeting.

NURSING HOME BILL ISSUE

Commissioners, County Manager and Nursing Home Administrator discussed a notation made on one of the bills they viewed, questioning why someone who left County employment was still signing for agency nursing invoices. County Manager will check into this issue further and get back to the Board.

SMOKING POLICY

The Nursing Home Administrator discussed results from two surveys he was directed to perform.

A. Resident smoking procedures in other local facilities: 1) Claremont Health (formally IHS) allows unsupervised smoking, 2) Woodlawn has one resident smoker, 3) Genesis (in Lebanon) allows supervised smoking inside and out, 4) Cheshire County allows no smoking, and 5) Brookside allows no smoking as rule – but has no smokers at this time and may reconsider.

B. Resident smokers: in the past year only, of the 96 admissions, five were smokers. Of the five, only two of those remain today. He confirmed there is a total of eight residents, overall, who smoke.

Sheriff Prozzo joined meeting.

AGENDA ITEM NO. 8 HUMAN RESOURCES

BARGAINING UNIT PROCESS FOR MOVING AN EXTRA STEP REVIEW

Human Resource Director, Peter Farrand, discussed the merit review process with Board of Commissioners. General discussion commenced. Commissioners indicated they approve of the employees rating themselves, but would rather it not apply as a weight to the rate. Comm. Clarke expressed his displeasure with step procedures for long time employees. County Manager pointed out that merit pay is not for long time employees, but for those that deserve merit. County Manager indicated this would be retroactively with CBA. Human Resource Director indicated it applies to only the Bargaining Unit employees. County Manager indicated this would be part of standard operating procedures. County Manager will track the number of people who meet each criterion. They decided all staff would receive a copy of the policy, with cover letter from Human Resources.

2:16 A motion was made to approve the bargaining unit process for moving an extra step as distributed to us (the Board).

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: None.

A vote was taken by Nay or Ayes. All indicated aye.

SHERIFF'S OFFICE REPORT – NOT ON AGENDA

Sheriff Michael Prozzo indicated he needed Commissioner Adler's signature on a final document for the Homeland Security Grant I Program. He mentioned the Town of Goshen was the only town / city that had not returned their MOU. He would follow up with Bryant Winterholer (EMD) of Goshen. The Sheriff recapped grant funds coming in to the County communities through the program and the equipment it would purchase. He discussed an additional \$6,700 of funds he recently applied for to purchase more equipment. The Sheriff indicated a \$5,000 deposit was required for the Homeland Security Grant I Program equipment trailer. He will use the County fund portion to apply towards the deposit. Reimbursement for equipment occurs after the equipment is purchased and copy of check is provided to the grant funder. Sheriff Prozzo will keep the towns and Claremont up to date on the status of everything. He'll also provide an equipment presentation for the towns and Claremont once all the equipment has arrived. His goal is to begin work on the Homeland Security II Program soon. He feels the second round will be easier as the County Manager has confirmed he will provide a letter of support, we have all the state and town contact information and will be going through the same process. The Sheriff discussed allowing the Sullivan County communities to use the radio equipment for other events, such as Cornish Fair and Old Home Days, etc. Comm. Adler suggested holding the Program II meetings in the evening to allow for better attendance.

2:30 Sheriff Prozzo left meeting.

AGENDA ITEM NO. 4.A COUNTY ANNUAL REPORT

The County Manager explained six bid requests were sent out for the printing of the County FY 04 Annual Report. Two bids were received, as follows:

Braden Printing Inc. \$1,228.27

Hanover Printing \$1,280.00

The County Manager suggested going with the lower bid and pointed out Braden Printing did the County Annual report last year, which everyone was pleased with.

2:32 Motion made to approve County Manager's suggestion to go with the bid from Braden Printing Inc.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: None.

Voice vote: All in favor.

AGENDA ITEM NO. 4.B. COUNTY ANNUAL REPORT DEDICATION

Suggestions were made as to whom the annual report should be dedicated to. The Commissioners Office will work on this section. It was noted the following reports were required soon: Commissioners, County Manager, County Attorney and Auditors.

AGENDA ITEM NO. 6 COUNTY MANAGER'S REPORT

LABOR CONFERENCE

The County Manager, Ed Gil de Rubio, discussed the recent Labor Relations Conference he attended Aug 5/6 in Waterville Valley NH. He was pleased with the material discussed and will be recommending to Peter Farrand and Marc Hathaway that they attend next year, as there were a lot of important issues applicable to the Human Resources and Attorneys.

FACILITIES MAINTENANCE

The County Manager and Facilities & Operations Director will be working on issues discussed in the walk about. A very rough plan should be available by the next Commissioner's meeting, September 7th. Commissioners would like to have a more definite plan finalized prior to the next budget schedule.

MQUIP STATUS

Commissioners asked the County Manager if he had heard anything on the status of MQUIP, which he had not. County Manager indicated he'd be meeting with Kathi Fortin tomorrow regarding strategic planning and would check on this issue.

CONCORD EXECUTIVE SESSION MEETING

County Manager indicated DOC Superintendent, Scott Hagar, attended the meeting, which Hagar indicated was "pretty quiet".

Comm. Clarke discussed a conversation with Senator Odell regarding NHAC and taxes issues, during a recent gathering at Steve Tyler's residence.

AGENDA ITEM NO. 7. COMMISSIONER'S REPORT

SULLIVAN COUNTY TRUST FUND COMMITTEE MEETING

Comm. Nelson discussed the Sullivan County Nursing Home Trust Fund Committee meeting he attended Aug 6th. He mentioned County Deputy Treasurer, Mark Pitkin, suggested the hospice committee check with Claremont Savings regarding grants.

UPCOMING EVENTS

- Wednesday Aug 18th – Nursing Home Emergency Training Day.
- Wednesday 4:00 PM Aug 18th – Sullivan Academy Graduation
- Friday Aug 20th - DOC hosted Volunteer BBQ Day
- Saturday Aug 21st – Nursing Home Family Day.

NURSING HOME QA REPORT

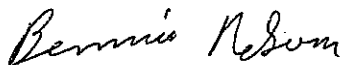
Commissioner Adler asked questions about an issue pertaining Restorative Aids he'd noticed on the QA report. Hemenway will look into this issue. Hemenway also noted at a previous Commissioners meeting in Unity one of the residents had mentioned she was not being walked. He has since received reports back from the resident's daughter, stating her mother is walked daily.

FUTURE MEETING PLANS

It was decided there would be a tour of the County owned land properties September 21st. The Commissioners and County Manager decided to invite: the new NH state liaison Comm. Clarke spoke of previously, the Soil / Water Conservation District Manager – Janice Heighes, the UNH Agricultural Educator for Sullivan County – Seth Wilner and the conservation group from Charlestown which Greg Chanis is familiar with. The topo and aerial maps will be available for the tour.

2:56 Meeting adjourned.

Respectfully submitted,



Bennie Nelson, Clerk
Board of Commissioners

BN/s.j-c.

☒ **APPROVED**
09-21-04 Meeting
SJR